

THE CCOF COMPLIANCE REPORT

Find Every Request or Reminder Easily

The CCOF Compliance Report will help you stay organized and keep your operation in compliance. This custom report will give you an immediate understanding of your operation's current state of compliance, from recently-closed major issue action items to pending items that need to be addressed.

A

Program Level

The Program Level identifies the CCOF program that your Action Item pertains to.

B

Compliance Level

The Compliance Level describes the severity of the Finding (what is out of compliance). From most to least severe, you might see levels such as Proposed Suspension, Noncompliance, Condition of Certification, or Guidance on your Compliance Report. Each Compliance Level will have different due dates, requirements, and options.

C

Instructions

These instructions outline the requirements and options specific to the Compliance Level of your Action Item.

D

Action Item

The Action Item section includes a description of what we observed about your operation (the Finding), the action you need to take to be in compliance (the Action Item), and the relevant regulatory standard (the Requirement). Each Action Item has a unique number. Refer to it in your response to CCOF.

E

Updates & Requests

Keep track of items you've submitted to CCOF for review. No more confusion about whether we've received the item.

F

Helpful Resources & Information

This section makes communicating CCOF member benefits and other important certification news easier than ever.

You can generate your Compliance Report at any time in MyCCOF.org and it will include all your outstanding action items!



Advancing organic agriculture through certification, education, advocacy, and promotion.

To: [Redacted]

Notice - CCOF Compliance Report

This is a notice of your compliance standing with CCOF. Action items on this Compliance Report are categorized by compliance level, which is the severity of the action item. Each compliance level has specific requirements and options, and each action item may have a separate due date. Note your action item number in your response so we can serve you better.

Your Certification Service Specialist is [Redacted]

A National Organic Program (NOP) Action Items

B Compliance Level: Condition of Ongoing Certification

Respond to the finding or findings below by their due dates in order to correct or rebut them. If unresolved, the finding or findings below will escalate to noncompliance. If you need an extension, contact us in a timely manner.

C To respond to these items, use MyCCOF Action Item Tracker at www.myccof.org for online submission, or send an email to inbox@ccof.org, or mail your response to CCOF at 877 Cedar Street, Suite 248, Santa Cruz, CA 95060. Include the Action Item number in your response.

963252-25 **Compliance Level: Condition of Ongoing Certification**

Due: 08/27/25

Finding: During your inspection, it was noted that you are a private label owner.

Action item: Prior to having your products co-packed, submit the following:
- An updated H2.0 listing your co-packer.

Requirement: You must develop and follow an OSP approved by CCOF. You must notify us immediately of changes that may affect your compliance. 205.201; 205.400

Updates or requests received from your operation

Item Type	Information	Received	Number
OSP Update	New Product	03/21/2025	111111-25

General Information

- Where a response is required, please respond as directed to avoid a noncompliance and \$150 late fee; CCOF Certification Services Program Manual.
- You may surrender your certification or withdraw your application at any time. NOP § 205.402(c); 205.404(c).
- If you apply to another certification agency, you must disclose all noncompliances with a description of the corrective actions taken; NOP § 205.401(c); 205.405(e).
- All fees are non-refundable. You are responsible for all costs of services provided. NOP § 205.402(c); 205.406(a).

Helpful Resources and Information

- Organic System Plan (OSP) documents and other forms are available at: www.ccof.org/documents.
- The CCOF Certification Services Program Manual, Organic Standards, and OCal Standards are available at: www.ccof.org/standards.
- Your inspection report is available in MyCCOF. If you would like a paper copy, contact the CCOF Home Office.
- To learn more about the Compliance Report purpose and structure, visit www.ccof.org/resource/ccof-compliance-report

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ccof@ccof.org www.ccof.org (831) 423-2263 831-423-4528

Find out how to respond in MyCCOF using Action Item Tracker on the next page!

Check out our new MyCCOF Action Item Tracker Video for a helpful walk-through! Using MyCCOF - Action Item Tracker



How to use CCOF's Action Item Tracker

Step One: Log in to MyCCOF.org and go to the "Action Item Tracker" tab.

A

My Action Items

Action items from CCOF that require your response or review. Go to **Step 2** below to respond to each item.

B

My Updates

Items you've submitted to CCOF that are being processed. **You cannot respond here.**

C

Open Items

View all items connected to your operation, including action items you've responded to. **You cannot respond here.**

D

Closed Items

View all completed items connected to your operation. **You cannot respond here.**

Dashboard Action Item Tracker Materials Certificates Files OSP Inspections Invoices Public Profile

Compliance Report Refresh

*This is a list of action items you may need to respond to. Learn more about using this tool here: www.ccof.org/sites/default/files/immediate_response. These items are not viewable in MyCCOF. VIEW YOUR COMPLIANCE REPORT TO SEE ALL OF YOUR ACTION ITEMS, OSP forms and supplemental documents.

Filter

My Action Items My Updates Open Items Closed Items

A B C D

Step Two: Click an action item to review, respond, and mark complete and ready to send to CCOF.

E

Add Files

Upload any supporting documents for CCOF to review in response to your action item.

F

Add Communication

Write a response to CCOF. Press the arrow button to save your communication!

G

Mark Complete and Continue

Click this button to finalize your response and move to the next item.

H

Save for Later

If you are not ready to respond, or accidentally marked an item complete, you can click this button to save your response for later. **Items marked Save for Later will NOT be sent back to CCOF.**

Mark complete and continue Save for later Add files

Finding 148597-16

Instructions

Respond to the finding below by the due date in order to correct or rebut. If unresolved, the finding below will escalate to noncompliance. If you need an extension, contact us in a timely manner.

To submit a response to CCOF:

- Click the "Mark complete and continue" button, then on the main Action Item Tracker page, press the "Submit complete responses" button. CCOF cannot see your attached files or communication until you complete these two steps.
- If you would like to submit a Rush form, you must email the form to inbox@ccof.org. We are unable to process Rush requests sent through MyCCOF.

Communication

Submit complete responses

One or more responses have not been submitted.

Mark complete	Due Date	Action Item Number	Action type	Finding	Status Action Item	Requirement	Insp. Date
☒	8/1/2023	148597-16	Condition of Ongoing Certification	Condition of Ongoing Certification	2	We must approve labels as part of your OSP. **Copies of your approved	

Step Three: Submit your responses to CCOF

I

Submit Complete Responses

Click this button on the main Tracker page to send your responses to CCOF. Only action items marked complete (blue check mark) will be submitted to CCOF.

Submit complete responses

One or more responses have not been submitted.

Mark complete	Due Date	Action Item Number	Action type	Finding	Status Action Item	Requirement	Insp. Date
☒	8/1/2023	148597-16	Condition of Ongoing Certification	Condition of Ongoing Certification	2	We must approve labels as part of your OSP. **Copies of your approved	

